

EXHIBITORS GUIDELINES
2012 HERNDON LABOR DAY FESTIVAL

1. All items to be exhibited **must be handcrafted and created by the applicant.** Any item which could be construed as a weapon, either through design or misuse, including bullwhips, guns, slingshots, knives and boomerangs, is not permitted. Items that promote drugs or drug use may not be sold or displayed. No commercially reproduced work or pre-made kits are permitted. If you are accepted into the show and **you display or sell any items that are not handcrafted by the applicant, you will be asked to leave immediately!** All items being sold at your booth must be listed on your application.
2. A minimum of four photos representative of the work to be exhibited must accompany a completed registration form. Please submit one photo of you actually making your craft. Registration forms received without 4 photos will not be considered regardless of past participation in any Herndon art show. Exhibitors who wish to have their photos returned must enclose **a self-addressed stamped envelope.** Photos received without a self-addressed stamped envelope will not be returned.
3. The Herndon Labor Day Festival Committee reserves the right to remove any item from display that is not in accordance with guideline #1 in the Exhibitors Guidelines.
4. You will need to provide your own materials for set-up (i.e., **10' x 10' White Tent**, tables, chairs, backdrops, etc.) Electricity **will not** be available for exhibitors. **ALL TENTS MUST BE WEIGHTED DOWN ON ALL FOUR CORNERS. WHITE TENTS ONLY!**
5. **SET-UP:** Set-up will be the morning of the event. Vendors should NOT arrive to set-up before 9:00 AM on Monday, September 3, 2012. **Exhibitors coming after 11:00 AM will not be allowed to drive into the Festival area but will have to park first and then carry their display to their assigned space.**
6. Parking will be a short walk from the craft show area. You will be able to drive to your assigned space between 9:00 AM. and 11:00 AM. You will be asked to unload your display and then remove your car from the Festival area. You may then return to set up your display. Your full cooperation is appreciated and necessary.

7. Please be prepared to have your exhibit ready for public viewing/shopping by 11:30 AM. Be prepared to disassemble your exhibit **promptly** at 6:00 PM. For the safety of those at the Festival, we will not let cars come into the fine art show area until Festival participants are no longer in that area.
8. The Herndon Labor Day Festival is an outdoor show. The show will only be cancelled in the case of severely inclement weather. You should come prepared to protect yourself against adverse conditions, such as rain, wind, sun, heat, etc. If severe weather conditions occur, i.e., thunderstorm/lightning, the Festival may close down. Refunds will only be given if the event is completely cancelled. In the case of a sudden storm the Festival may close temporarily and reopen. Vehicles will not be allowed into the Festival area during the thunderstorm - please be prepared to protect your merchandise in this case. Exhibitors are expected to reopen their booths as soon as possible once the weather has cleared and the Festival reopens.
9. **SALES TAX:** All exhibitors are required to pay a tax of five percent on all sales made at the Festival to the Commonwealth of Virginia. Enclosed in this packet is the ST-50 form you have to fill out at the end of the show and send to the Department of Taxation. Exhibitors who already have a sales tax number from the Taxation Department should file their report in the usual manner. If you have any question regarding taxes, contact the Department of Taxation Field Representative, Phil Peterson, whose number is 703-912-4832.
10. The Town of Herndon Department of Parks and Recreation will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost or damaged works.